

2008 GENERAL POPULATION CENSUS OF CAMBODIA

Minutes of the seventh Census Technical Committee Meeting Tuesday 11 September, 2007, 9:00 pm

Attendance:

HE. Chhay Than	Senior Minister, Minister of Planning, Chairman of CTC
HE. Ouk Chay	Secretary of State, Ministry of Planning
HE. San Sy Than	Director General, NIS, MOP
HE. Has Vong Dara	Undersecretary General of Population & Development Committee
Ms. Alice Levisay	UNFPA Representative, a.i., and her colleagues
Mr. F. Nishi	JICA Expert and his colleagues
Mr. Ith Sotha	Geographic Dept. MLMUC
Mr. Srea Rotanak	Ministry of Interior
Ms. Hang Lina	Deputy Director General of NIS, MOP
Mr. Seng Soeun	Deputy Director General of NIS, MOP
Mr. Has Bunton	Deputy Director General of NIS, MOP
Mr. Hor Darith	Director of Census Department
Mr. Mam Marady	Director of General Planning Department; and
All member of Census Technical Committee working group.	

Agenda of the meeting

- 1- Welcome speech by H.E. Senior Minister
 - 2- Report by - H.E. San Sy Than, Ms. Hang Lina, and Mr. Has Bunton
 - 3- Discussion
 - 4- Closing
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- 1- **H.E. Senior Minister** welcomed the meeting and thanked to UNFPA, JICA and NIS staff who worked hard for the census activities. Then he asked H.E. San Sy Than, Ms. Hang Lina, and Mr. Has Bunton to report on what we have done and what haven't done.
 - 2- H.E. San Sy Than, reported on the checklist of census activities, the reasons for revising the workplan and Ms. Hang Lina, and Mr. Has Bunton reported further on the following:
 - EAs delineation maps had been done but it seem to be later than in 1998.
 - Refresh training AROs/TOT from 27-31/08/07.
 - Conducted three training courses for 12 data processing core staff, but still needed more because of changing program from IMPS in 1998 to CSPRO in 2008.
 - Printed leaflet for census publicity.
 - Prepared spots for broadcasting by Radio and TV.
 - Drafted criteria for recruiting enumerators, supervisors, and trainers.
 - 30 census vehicles are purchased and will come in the middle of October,2007.
 - 50 PCs have been bought
 - Census kits have been purchased.
 - The iron shelves for keeping census questionnaires being produced and will be set them up at the Data User Service Center soon.
 - PES questionnaires and manuals have been drafted and will submit to the census consultant.

Plan

- will organize workshop on 17 Sept. 2007 to show the results of census EAs mapping.
- Training on census tabulation is from mid-October 2007. Similar training model will be applied, in which participants will be requested to develop tabulation application. Therefore, the set of primary tables should be ready by the training date.
- Develop application for managing EA database, census label printing, questionnaire tracking from registration to verification; editing; and cleaning, and completeness checking application
- Finalize tabulation plan for training on tabulation and for presenting to data user for comment.
- Finalize data entry and data editing application, and its manuals after finalizing industrial and occupation coding, which is planned to use the latest version of UN's classification.
- Training ROs/AROs/TOT, Data processing staff, and editing and coding staff.
- Organize a consultancy meeting to discuss on priority tables, and census data analysis on 25-26/10/07.
- Recruit 100 enumerators and 25 supervisors for the PES.
- Printing census questionnaires and manuals.

Constraint

- * No budget in the census plan to cover :
 - a. Material for teaching by districts (big side of questionnaires)
 - b. Transportation of census materials from-to PP- Provinces and from-to Provinces-districts.
 - c. Packing census document and distribute to communes.
- * The census data processing plan places required consultancy time in the preparation phase, 2007, but much shorter time in the operation time. More DP consultancy time is required in the operation period to assist and troubleshoot actual operation and implementation of the developed systems.
- * Small number of skilled programmers to develop required many applications and monitor implementation.

Request

To H.E. Sar Kheng Deputy Prime Minister, Chief of National Census Committee to send letters to the Military, Casinos, hotels, guest houses, factories, prisons for cooperating in the 2008 census. (after preparing instructions for conducting the census in the special areas, special types of population).

3-Discussion

Mr. F. Nishi raised several issues noted by Ms. Hang Lina and Mr. Has Bunton. Firstly, he started with the data processing issues raised by Mr. Has Bunton. He explained that there were 4 time trainings on EXCEL VBA in 2007 in the revised DP plan approved on 11 September 2007, so far about 20 staff participated in it, and therefore they would be able to develop some application programs until the end of 2007. He added that JICA would provide some more training on EXCEL VBA until 2009, and on the other hand the issues related to CSPro would be mentioned by UNFPA.

Secondly, regarding three budget constraints raised by Ms. Hang Lina, Mr. F. Nishi said that these budgets should have been included in the original budget plan. He suggested the NIS to use the balance fund obtained by reducing the reserve of enumerators from 10% to 5 %. He added, if the NIS needed the additional fund after this, the NIS would have to reduce the

reserve of enumerators more: from 5% to 4% or less, because it would be very difficult to get new fund from now.

Thirdly, Mr. F. Nishi requested the NIS to make efforts to reduce the expense of the census in order to save the fund for unexpected expenses. He mentioned the bidding of census materials conducted by the MOEF on 31 Aug. 2007. In the bidding, the unit price of PC was set US\$ 1,500 whereas UNFPA did only US\$ 1,200. Therefore, if this bidding had been conducted properly, the NIS could have saved some fund to solve the above mentioned constraints. He warned, if any problem arose in this bidding, it would affect next planned project on Economic Census.

At last, Mr. F. Nishi introduced the experiences in Japan on enumerating Self Defense Force (SDF). The census enumeration was informed to the SDF through Ministry of Defense beforehand. On the other hand it was informed to casinos, hotels, guest houses, and factories through local governments beforehand.

Mr. Chap Rathana said: in the work plan, the transportation has only 30 vehicles and motor bikes and no budget for renting any other transports. However, we have about US\$ 100,000 for contingency in which US\$ 85,000 for UNFPA, and US\$ 15,000 for the government.

Ms. Alice Levisay, reported that several ways to solve the problems had been raised by JICA. She added some more ways to deal with other issues like field work training. She asked H.E. San Sy Than to draft a letter to UNFPA if H.E. wanted to shift the training from Dec 2007 to Feb 2008 so that UNFPA could, by referring to this letter, then discuss with the German Government to use this budget in Feb 2008. The second point she noted was about the priority tables. She said in 1998 we had for the national, provincial and district level while in 2008 we planed to have until village level. So, it would have more tables and works. Therefore, these problems must be discussed in the consultancy meeting on 25-26 Oct 2007 and then they must be finalized in the CTC meeting some time in Nov 2007. The third point was the bidding census materials by the MOEF. UNFPA did not involve in that. Finally, she said about the budget for renting transports and for packing census materials. UNFPA could check and be flexible to use the budget. For the contingency, she requested not to use all, but some amount should be kept for other cases.

Mr. Hor Darith told the experiences of military census in 1998. He said that in 1998, the Ministry of Defense was the one who send the military staff from others camps to the military regions for training (about 6 military regions in Cambodia). TOT went to the regions and trained them, then they went back to their camps and operated census by themselves, and sent back the completed census questionnaires to PCOs.

H.E. San Sy Than stated that we have budget from the Royal Government for the census planning and preparations of around US\$ 195,000 in which US\$ 19,000 for supporting staff planning, data processing, cartography but we did not use yet, US\$ 40,000 for incentive of DG, DDG, admin officers, drivers of around US\$ 90,000 and contingencies of US\$ 15,000 so that we could use all these amount. We will contact more often Mr. Kong Sophat, Director of Finances Department of MOP and ask him to negotiate with MEF.

Regarding the military census, H.E. Sar Kheng, Chairman of NCC decided to do the same as in 1998 census. For the Casinos and other special areas/ types of population, Mr. Nott Rama Rao will prepare with NIS staff during his next mission. The bidding for census materials in the grant of Japan (Second Counterpart Funds- 2nd CPF) was organized according to the procedures of Ministry of Economy and Finances (MEF). They combined together in one bid, of US\$ 200,000, around 10% of total costs of 2nd CPF (including census planning and preparations, training, census enumeration, data processing, analysis, etc.). Now everything have been done relating to bidding, no more bidding and we will negotiate with MEF for the remaining funds as well as to consider the unplanned activities in CPF of Japan.

Mr. F. Nishi added: in 1998 only 40 priority tables were tabulated. But in 2008 around 110 priority tables are so far planned to be tabulated. He proposed to separate these priority tables into several tabulation batches and tabulate it batch by batch. He explained that 110 tables were too many to tabulate at the same time, too much workload tended to bring mistakes, and finally it would become to produce low quality results. He told that in Japan more than 200 tables were usually tabulated, but these tables were separated into several tabulation batches and were tabulated batch by batch in order. For example, the first priority tables were tabulated as the first batch and the second priority tables were as the second one.

Mr. Seng Soeun reported that there were two times meeting on census publicity and had agreed on the material prepared, then already bidding.

H.E. Senior Minister summarized the meeting:

- According to the reports, some census activities seem to be later than the original work plan 1998, we should concentrate our efforts on the census which is huge important task of the country.
- In general we should follow the census plan, otherwise it will affect to the others activities.
- Besides the overall plan, we must have specific plans dealing with specific task like data processing, census advocacy campaign, etc that we need to monitor the implementations.
- Draft letter to UNFPA to shift the training of Enu. and Sup. to February, 2008.
- Census questionnaires printing for training by districts should be bigger.
- NIS should make effort to save the counterpart fund with UNFPA and Japan, while to make census success and to keep higher quality.
- Discuss with the MEF on the bidding. Why UNFPA did in less prices.
- The military census should do the same in 1998.
- Should dealing very often with the MOEF for smoothly use the counterpart fund with UNFPA and Japan.
- Requested to H.E. OUK CHAY Secretary of State, Chairman of Construction Committee to follow the speed and the quality of the construction of Census Building, to finish on time.

Lastly, H.E. thanked UNFPA and JICA for supporting Cambodia Census, and wished to all meeting members for good health and success.

The Meeting was adjourned at 11:00 AM.

Phnom Penh, 25 September, 2007
Minute taker

Senior Minister
Chair of Meeting

HANG LINA

CHHAY THAN